

Part-time Office Administrator role

Job Title

Part-Time Parish Council Office Administrator (to assist the Parish Council Clerk).

Job Summary

This role exists specifically to **support and assist the Parish Council Clerk**, reducing their administrative workload on routine and operational tasks so they can focus on core statutory and higher-level responsibilities and duties, which are professional advice to Councillors, meeting preparation, financial management as Responsible Financial Officer (RFO), legal compliance, policy development, and implementing Council decisions.

The Office Administrator will handle day-to-day clerical, communications, asset maintenance, and support activities in a small community setting. Ideal for a reliable, local, person who enjoys practical variety and contributing to parish life, with limited, flexible hours. **Note:** This is not an exhaustive list; other reasonable administrative or support tasks may be assigned as required by the Clerk or Council.

Key Tasks

Council Meeting & Document Support (to relieve Clerk of routine tasks)

- Uploading agendas, minutes, and related documents to the Parish Council website
- Printing copies of agendas and minutes for meetings and distribution and placing on notice boards in the parish.

Communications & Correspondence

- Forwarding circular emails and general inquiries to the appropriate Councillor/Clerk
- Managing routine email/social media responses on behalf of the Council, where directed by the Clerk (including agendas, minutes, public notices, responses to comments/inquiries).

Office & Supplies Management

- Ordering general office supplies and maintaining stock levels
- Taking, recording, and sending in Utility meter readings

Financial & Invoicing Support

- Reviewing and chasing outstanding purchase orders and invoices, to support Clerk/RFO
- Annual invoicing for sponsorships, allotments, and garages
- Raising monthly gas and electricity invoices for the café tenant.

Community & Asset Maintenance

- Arranging litter-picking equipment (bags, pickers, etc)
- Inspection of Ball Grove (or similar parish assets) when required

- Ensuring defibrillators are operational (checking batteries/pads and ordering replacements as needed)
- Ad-hoc local journeys/errands (e.g. collecting food and provisions for events, Parish Council regalia, etc)
- Reviewing CCTV footage (as and when required for security/incident follow-up)
- Maintaining and following up on "Grot Spot" maps/reports (fly-tipping/litter issues).

Required Skills and Qualifications

- Previous administrative, clerical, or office support experience (part-time, volunteer, or community group roles welcome)
- Strong organisational skills, attention to detail, and ability to work methodically
- Good written and verbal communication (professional tone for public-facing posts/emails)
- Proficiency in Microsoft Office (Word, Excel, Outlook; basic website content management (e.g. uploading PDFs)
- Comfortable with social media platforms (posting, responding, scheduling)
- Reliable, discreet, and able to handle confidential/sensitive information
- Full UK driving licence and access to a vehicle for occasional local errands.

Preferred (but not required, training will be given)

- Experience in local government, parish councils, community/voluntary groups, or small non-profits
- Familiarity with basic invoicing, expense tracking, or public sector admin
- Local knowledge of the parish area (for errands, notice boards, asset checks)
- Understanding of data protection/GDPR basics in a public context.

Working Conditions

- Part-time, approximately 5–8 hours per week (flexible - mornings/afternoons, spread across 2–4 days, to be agreed with Clerk)
- Reports to and works closely with: The Parish Council Clerk
- Office-based (Parish Council Office) with occasional local travel for errands
- Some tasks like uploads/emails may allow remote working if equipment permits.

Remuneration

- Hourly paid: National minimum wage, per hour, according to age category
- Paid monthly via bank transfer
- Mileage reimbursement for approved errands (at standard HMRC rate).

How to Apply

Please email your CV along with a covering letter which notes your availability, relevant experience, and why you'd like to help support the Parish Council Clerk to clerk@trawdenparishcouncil.org.uk.

We are looking for someone proactive, trustworthy, and community-minded who can reliably take off routine tasks from the Clerk's plate — making a real difference in a Parish Council!